

Potential Efficiencies to Investigate

Potential Efficiency	Resource to Contact
Electronic Fund Transfers in lieu of checks (direct deposit)...through utilization of in-house software/personnel or use of a 3 rd party contract payer service	Union 29 - Rick Kusturin – using in house payables software w/EFT payments Paymode - a third party contract service processing payables through EFT - a sub of Bank of America used by the State of Maine for payables: See deputy
Co-operative purchasing online	Maine Division of Purchasing at maine.gov/purchases/agency info/pals
Reduction of administrative personnel (from multiple to one Special Ed Director for ex.)	Hall Dale/Richmond - Don Siviski Maranacook/Winthrop - Rich Abramson
Shared itinerant teachers (low registration courses)	Dexter; Hall-Dale - Don Siviski; Kennebec Alliance; Winthrop; Maranacook; Fayette
Technology systems	ACTEM; Allen Curtis
Hiring of full time Occupational Therapists, Physical Therapists, etc. instead of contracted services for those specialists	Larger service center systems. Maranacook/Winthrop - Lew Collins
Regionalization of Special Education programs	Southern Penobscot Regional; Program for Children with Exceptionalities; Sebago Alliance; Jaci Holmes - DOE
Efficient assignment of students among schools/programs	Winthrop/Maranacook - Rich Abramson
Reduction of rental properties	
Alignment of chart of accounts with EPS formula to gain maximum utilization of resources	Joanne Allen – DOE; Jim Rier - DOE
Reduction of transportation costs through computerized routing and operations efficiencies	Portland - Kevin Mallory; South Portland - Polly Ward; SAD 6; Gray; Biddeford
Regional collaborative maintenance and operations agreements	Portland; South Portland; Biddeford; Maranacook; Westbrook

Lease/purchase or contract bussing	SAD 6; Hampden; SAD 55
Energy Management Plan	SAD 49; Madawaska; Hall-Dale - Don Siviski; Maranacook; Efficiency Maine
"Infinite Campus" for SIS provided by DOE	Bill Hurwitch - DOE
Financial Management software programs compatible with MEDMS	Bill Hurwitch - DOE; Joanne Allen - DOE
Cooperative banking: sweep accounts & compensating balances	Bid bank relationships as cooperative units
Collaboration with municipality for savings, efficiencies	Winthrop; Fayette; Maranacook; Westbrook; CASE in Aroostook County; Biddeford
Perform and maintain a thorough inventory of assets	Complete the GASB requirements - www.gasb.org
Use of broad band technology for meetings and instruction, staff development (with better coordination of calendars, schedules)	Jeff Mao – DOE; and see Attachment A

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ATTACHMENT A

Potential Efficiencies to be gained by addressing Technology issues

1. Properly distributed administrative software allows for digital tracking of administrative tasks.
 - Purchase orders done through requisition/approval phases allows for one business manager and one accounts payable department to support decentralized purchasing
 - Single SIS Database allows for single central office secretary to pull necessary reports such as October/April Reports and Population Reports
2. Communications platforms provide for decentralized collaboration and virtual meetings.
 - Using collaborative venues and blog style communications, superintendents and principals can communicate with each other and with their district in a decentralized environment without needing weekly/biweekly or monthly meetings.
 - Providing information digitally increases access to "exact" information rather than taking minutes from a meeting or transcribing word of mouth information
3. Network Consolidation - Move servers to centralized area (need Wide Area Network). Savings in hardware, software, maintenance and security
4. Bulk Purchase - Centralization of software, hardware purchase taking advantages of volume.
5. Centralization of Software – District based software that charges for number of users not number of computers.

This list does not contain all of the potential efficiencies that can be gained by addressing technology issues.

Allen Curtis